# Add, Edit or Delete Direct Deposit – Employee

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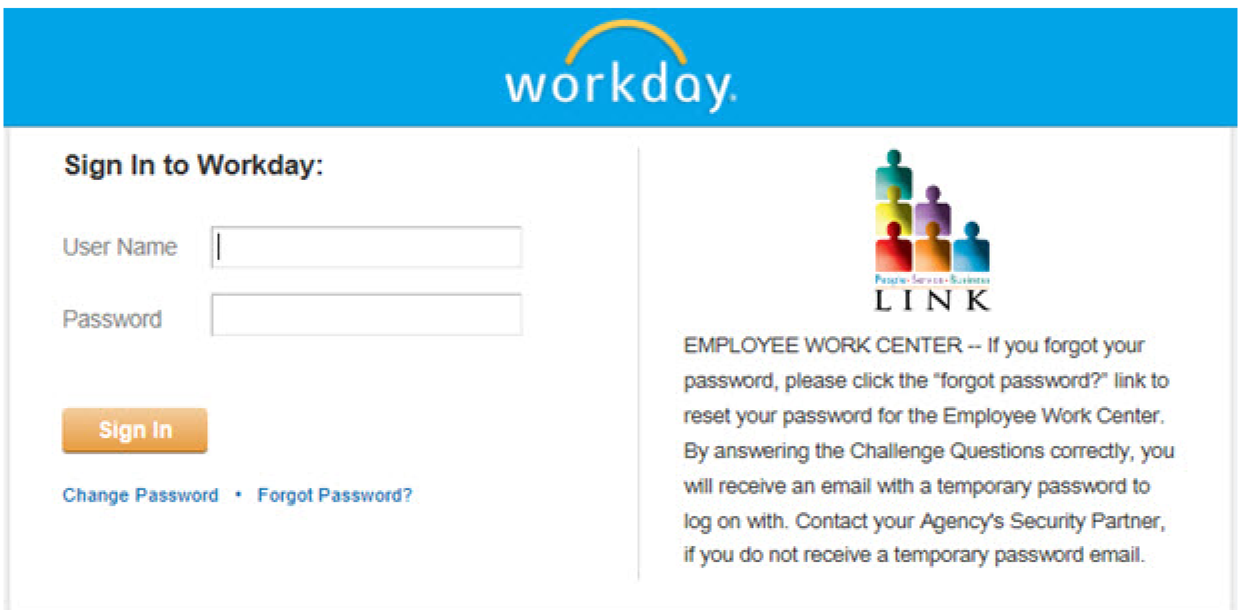
## Log in to the Employee Work Center

As an employee, you can manager your own direct deposit information. Below are instructions to assist you with the process.

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



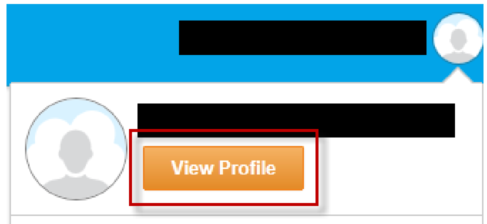

## Add, Change, or Delete Accounts

This is the process to add, edit, or delete an account in your direct deposit information.

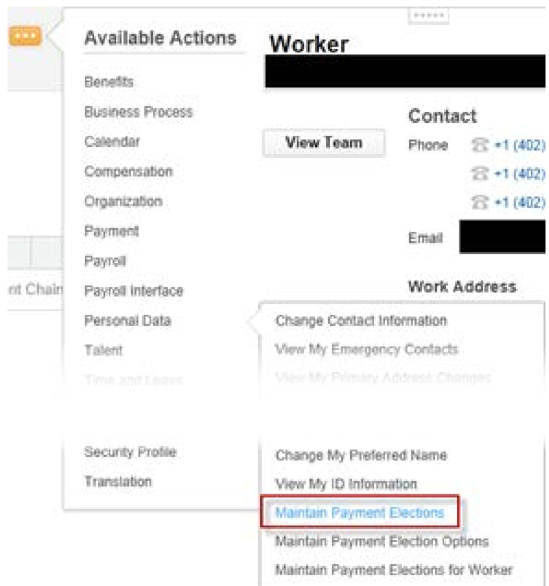
**SYSTEM NOTE: Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections. If no payment elections exist, select the Add Elections button to set them up.**

## *Add, Edit or Delete Direct Deposit – Employee*

1. At the top right of the page, click your name, and then click the orange View Profile button.




2. On your Profile page, click the related actions icon to the right of your name .
3. Go to **Personal Data**, and then click **Maintain Payment Elections**.



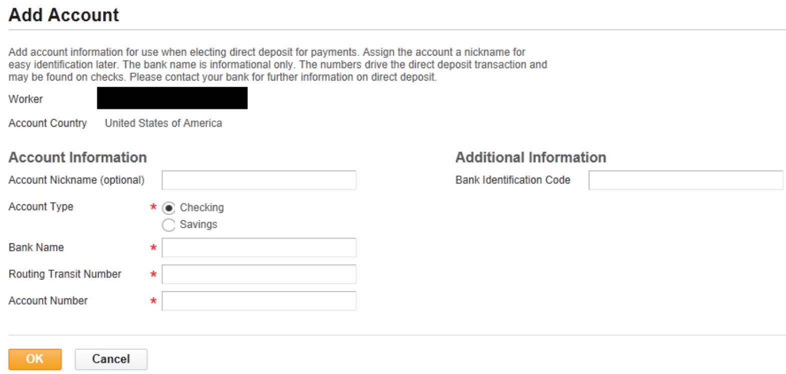

# Add (or Create) Account

1. Click the **Add Account** button. It is listed below any existing accounts you already have in the system … see red outline box below.


2. Using the information from a check, enter the appropriate account information, as listed here (see screenshot on next page):
   a. Account Nickname (optional).
   b. Account Type – click the appropriate account type **(*)**.
   c. Bank Name **(*)**.
   d. Routing Transit Number **(*)**.

   **NOTE: The system will verify that the Routing Transit Number is valid.**

e. Account Number **(*)**.




**3. IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.**

4. After completing, click **OK.**

## Change Account

1. Click **Change Account** for the specific account.


2. Change the existing account information.

**3. IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.**

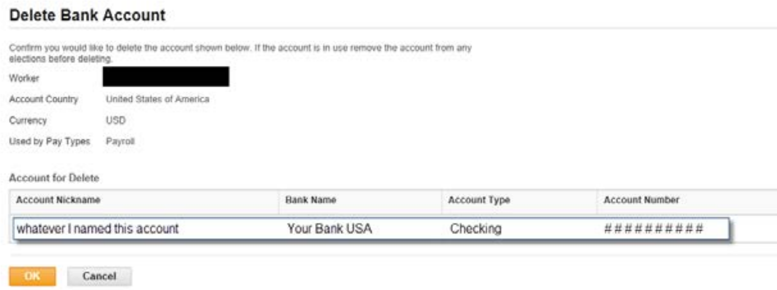
4. After completing, click **OK.**

## Delete Account

1. Click **Delete Account** from the Payment Elections screen.

   **NOTE: You must have at least one account listed for your direct deposit. If there is only one account listed, you are not allowed to delete that account.**

2. Review the **Delete Bank Account** information.



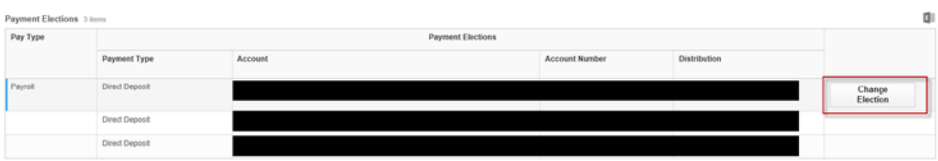

3. Click **OK.**

# Add Direct Deposit Account or Change Payment Elections

This is the process to add, edit, or delete an account in your direct deposit information.

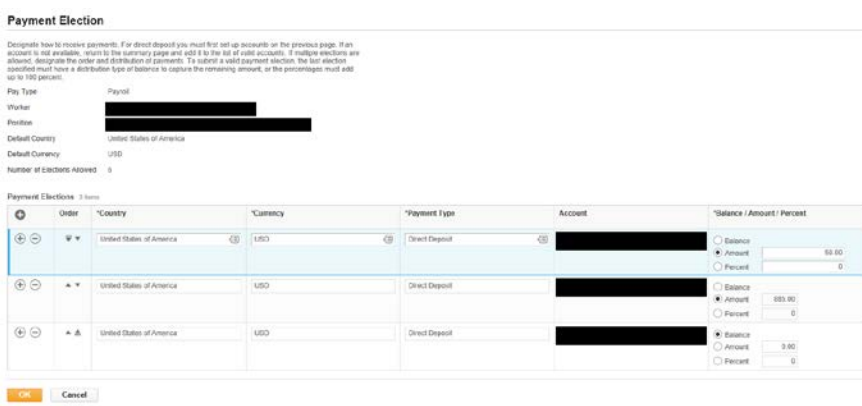
**SYSTEM NOTE: Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections. If no payment elections exist, select the Add Elections button to set them up.**

1. At the top right of the page, click your name, and then click the orange View Profile button.
2. On your Profile page, click the related actions icon to the right of your name.
3. Go to **Personal Data**, and then click **Maintain Payment Elections**.
4. On the Payment Elections screen, scroll to the bottom, and click the **Change Election** button on the right side of the page, next to one of your accounts.




5. On the next screen, you can add accounts or change the elections for your direct deposit. Once you have added one account, the balance of your direct deposit will be deposited in this account. If you add another account, you must also change your elections. If you wish to have just the one account, click **Close.**

   **NOTE: Your Agency Human Resources Partner will receive a notification about changes you make to your direct deposit information.**



6. Click the plus icon (on the left side of the table) to add another row. Complete the following fields:
    a. **Country** – only option is **United States of America**.
    b. **Currency** – defaults to **USD** when you click United States of America, above.
    c. **Payment Type** – only option is **Direct Deposit**.
    d. **Account** – click the search prompt and select the account from the list of your previously entered accounts.
    e. **Balance/Amount/Percent** – enter how you want the payroll deposited into the specific account. Choose one of the following:
        i. If you only have one account, you can choose **Balance** to designate the entire amount be deposited into that account (see NOTE below about Balance).
        ii. Choose **Amount** if you just want a certain amount to go into this account (see NOTE below about Balance).
        iii. Choose **Percent** if you want a percentage to go into this account (see NOTE below about Balance).

        **NOTE: If you have more than one Direct Deposit account, and you are entering dollar amounts for the deposits, you must indicate which account will get the balance.**

        1. To designate the balance, the "balance" account needs to be last in the list AND you need to click the “Balance” radio button for that item,
        2. If you are using percentages, the total for the percentages **must** add up to 100%.
7. After adding/editing the new direct deposit account, click **OK.**
8. You will be directed back to the **Payment Elections** screen.
5. Click **Close**.

# LINK Help Desk Contact Information

The LINK Help Desk provides assistance for: the Employee Work Center, the Employee Development Center, and the Recruitment & Selection Center.

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234